

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO) For Technology Services

Issued By the Office of MN.IT Services @Administration

Project Title: Admin Tax BA for Multiple Projects

Category: Analyst

Business Need

The Office of MN.IT Services @ Administration is looking to hire a Business Analyst (BA) to work on the two projects listed below:

Project 1: Department of Administration Document Management System (DMS) Requirements Definition.

- Administration has 18 divisions of various sizes. There are approximately three divisions that will likely be heavy users of a document management system. Administration would like to acquire a DMS that will benefit as many of the 18 divisions as possible. The Business Analyst (BA) resource will meet with business staff from the 18 divisions to understand and document their business processes so the requirements for a DMS for each division is documented. This documentation will be used as information in a future RFP to acquire a Document Management System for the Department of Administration.

- **Project 2: MN Tax Court Case Management System**

- The MN Tax Court has a Request for Proposal (RFP) for which the due date for proposals is approaching. Once a vendor is identified, the BA resource will represent the Tax Courts interest when working with the vendor. The BA will need to review and understand recently documented business processes in order to ensure the vendor understands the business processes. The BA resource will review design and other implementation design plans to ensure business requirements are met. The BA resource is expected to be on the project through implementation.

Project Deliverables

- **Project 1: Document Management System Requirements Gathering**
 - Attend meetings with Administration divisions.
 - Document business processes operated by Administration divisions.
 - Document business requirements for a DMS for Administration divisions.
 - Draft RFP that includes the business requirements to be used in a future solicitation of a DMS.
 - Provide progress reports to the States Project Manager in writing and in person.

- Project 2:
 - Review project documents from the Tax Courts successful vendor. Judge if the vendor understands and can meet the business requirements as set forth in the Tax Court RFP for a case management system.
 - Attend meetings with Tax Court staff and/or the successful vendor.
 - Provide progress reports to the State's Project Manager in writing and in person.

Project Milestones and Schedule

- Project 1: Administration DMS: (about .5 FTE)
 - Estimated Start Date: July 11, 2016
 - Completed Business Process Meetings: Aug 8, 2016
 - Draft Business Process Definitions: Sept 1, 2016
 - Draft Requirements Document: Oct 3, 2016
 - Final Business Requirements: Nov 1, 2016
 - End Date: Nov 10, 2016
- Project 2: Tax Court Case Management (about .5 FTE)
 - Start Project: July 11, 2016
 - Review and understand existing documentation: July 18, 2016.
 - Review and judge vendors' proposed project plans: July 22, 2016
 - Review and judge vendors' system design: multiple dates: Aug 8, 2016 – Jan 5, 2017.

Project Environment

- Project 1: Administration DMS:
 - State Staff:
 - 18+ business side staff (at least 1 from each division)
 - Project Manager (consultant resource)
 - I.T. Director and CIO.
 - Business Technology Development Team (directs I.T investments in Admin)(steering team)
- Project 2: MN Tax Court Case Management System:
 - State Staff:
 - MN Tax Court Staff: (8 or so)
 - I.T. Director and CIO
 - Case Management Vendor Project Staff.

Project Requirements

Organization implementation requirements, include but are not limited to:

- Meetings for both projects will take place in State buildings on the Capitol complex.
 - Dept. of Administration, 50 Sherburne Ave. St. Paul, MN 55155
 - MN Tax Court: 25 Martin Luther King Jr. Blvd, St Paul, MN 55155
- Computer and State email account will be provided.
- Working remotely periodically to complete documents is acceptable.
- Most of the work is to be done on-site.

Responsibilities Expected of the Selected Vendor

- Change management process: Any change in contract deliverables must be documented by contract amendment.
- Vendor staffing:
 - If there is a change in the BA resource during the contract, the vendor must submit the resume of at least two BA resources for us to consider 15 days prior to previous resource leaving.
- Project management responsibilities:
 - Work with the Project Manager to communicate progress of tasks.

Mandatory Qualifications (to be scored as pass/fail)

(To be initially scored as pass/fail. Thereafter, proposed resource(s) that meet the Mandatory Qualifications will be scored in part on the extent to which the resource exceeds these mandatory minimums. See, Experience, category in the RFO Evaluation Process, below.)

- 3 (three) years' experience working as a Business Analyst
- 3 (three) engagements in the Business Analyst role where the resource helped define business requirements as part of a technology project.

Desired Skills

- Project experience with one or more Document Management Systems.
- Project experience working on a Case Management System for a court based organization.
- Project experience working on a Case Management System (not necessarily a court based organization).

Process Schedule

Process Milestone

Due Date

Deadline for Questions	06/21/2016, 3:30 pm CDT
Anticipated Posted Response to Question	06/23/2016, 3:30 pm CDT
Proposals due	06/27/2016, 3:30 pm CDT
Anticipated proposal evaluation begins	06/28/2016
Anticipated proposal evaluation & decision	07/05/2016

Questions

Any questions regarding this Request for Offers must be submitted via e-mail according to the date and time listed in the Process Schedule above to:

Name: Roleen Marchetti, Contract Manager
 Organization: MNIT Services
 Email Address: roleen.marchetti@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the Process Schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

- Experience (35%)
- Work Plan (35%)
- Cost (30%)

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Master Contractor Name
Master Contractor Address
Contact Name for Master Contractor
Contact Name's direct phone/cell phone (if applicable)
Contact Name's email address
Consultant's Name being submitted

2. Work Plan

Include the following:

- Description of the methodology to be used on each project
- Milestones and high level tasks, including approximate duration of work for each project

3. Overall Experience:

1. Resume identifying the Mandatory Qualifications – to be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the mandatory qualification as previously noted. If pass/fail requirements are not met further scoring of the proposal will be discontinued. Please complete the matrix below.
2. Resume identifying any Desired Qualifications.
3. Also include the name of three references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
4. Then continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX	
Resource Name:	
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification
3 Years of experience working as a BA	
3 Engagements working as a BA to help define business requirements as part of a technology project.	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
*Project experience with one or more Document Management Systems	
*Project experience working on a Case Management System for a court based organization.	

RESPONSE MATRIX	
* Project experience working on a Case Management System (not necessarily a court based organization)	

4. Cost Proposal

Include a separate document labeled "Cost Proposal" which includes the name of the resource being submitted and their corresponding proposed hourly rate.

5. Conflict of interest statement as it relates to this project

6. Additional Statement and forms:

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- **Vendor is limited to submission of one resume/candidate in response to this Request for Offers**
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Roleen.marchetti@state.mn.us (Contract Manager)
 - Email subject line must read: RFO0135
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.